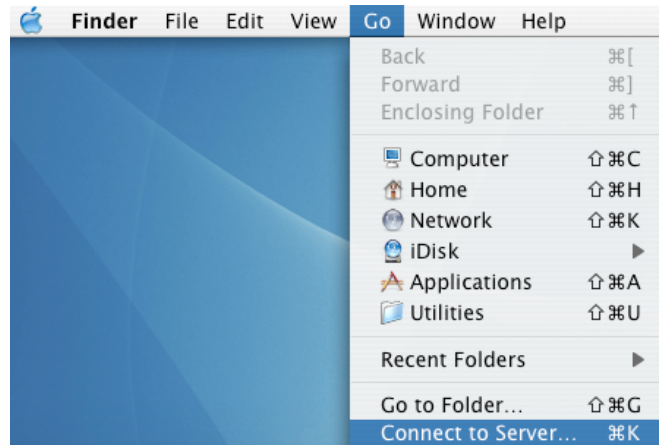


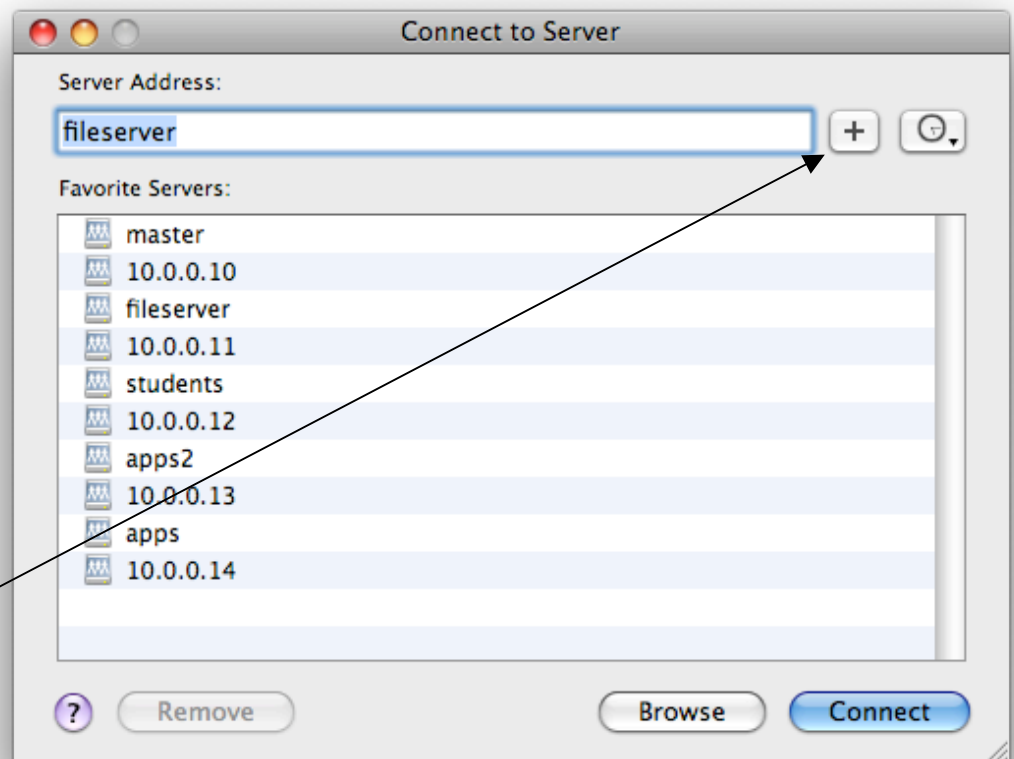
# Connecting to the TPS Servers

1. Click on Go menu in Finder, and choose “Connect to Server”.



2. A new dialogue box will appear. Type in the name or address of the server you want to connect to or click the Browse button to find what you are looking for.

**NOTE:** You can click the + button to the right of the server address to add it to your list of favorite servers.



The “fileserver” is the server name if you are trying to access shared volumes (Data Center). It’s address is 10.0.0.11

The “students” is the server that contains the student home folders. It’s address is 10.0.0.12

Click the **Connect** button.

4. A new dialogue box will appear called Connecting to Server.

5. Another dialogue box will quickly appear called Connect to Server. If you are using your own computer, your name will automatically appear in the name box. Type your password. Click the **Connect** button.

**HINT:** You can click the “Remember password in keychain” so that you don’t have to type in your server name and password every time. We suggest NOT doing this if you often leave your computer logged in and unattended.

6. A new dialogue box will appear. Choose the Volume you would like to mount. Click the **OK** button.

**NOTE:** You should **NOT** connect to your server user account since it is synced with your computer. To make changes to that account, make changes on your computer not the server.

7. A server volume will appear either on your desktop or in a Finder window. You can now navigate inside that volume.

8. To disconnect, click the disconnect button in a Finder window, or drag the volume to the trashcan. Note when doing this the trash can will become an eject button.

